

**DEPARTMENT OF MEDICAL ASSISTANCE SERVICES
EMPLOYMENT OPPORTUNITIES**

This Agency is charged with ensuring proper MEDICAID services to qualified recipients. Please visit our website and the Commonwealth of Virginia's website referenced below for additional information and qualifications.

PACE PROGRAM SPECIALIST

Role Title: Health Care Compliance Specialist II

Position # 00212

Pay Band 5 Level I - Hiring Range: \$39,384 - \$67,636

Closing Date: November 5, 2007

Long Term Care Division - This position is responsible for assisting in the development of the Program of All Inclusive Care for the Elderly throughout the Commonwealth. Requires detailed knowledge of PACE process. Must have demonstrated ability to successfully lead and manage major projects. Requires knowledge of review of health care systems and/or programs. Prefer knowledge of community resources, state and federal health care and social service regulations, case management skills and problem resolution skills. Requires ability to research and identify changes in program requirements and policies and to interpret state and federal regulations. Must have demonstrated ability to accurately oversee complex processes and provide timely analysis for enhancements. Requires demonstrated ability to organize and prioritize work assignments, and to communicate effectively orally and in writing. PC skills required. College degree with major coursework in health administration or related field preferred; advanced degree preferred.

ONLINE STATE APPLICATION REQUIRED

Resumes will not substitute for state applications. DMAS will only accept online applications submitted through the Recruitment Management System (RMS) by 5:00 p.m. on the closing dates referenced above.

FAXED, E-MAILED, OR PAPER APPLICATIONS WILL NOT BE ACCEPTED

Receptionist: 804-786-5408, TDD 800-343-0634

Web sites for vacancy listings

RMS: <http://jobs.agencies.virginia.gov/applicants/Central?search=602>

DMAS: http://www.dmas.virginia.gov/ab-position_vacancies.htm

EEO/AA/ADA